

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u> Executive Secretary/Police Department	<u>Revision Date:</u> 10/00
	<u>EEO Code:</u> Admin. Support
	<u>Status:</u> Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Police Chief, performs typing for Police Administration; maintains Police personnel files and confidential records; prepares agendas; receives and handles telephone calls and walk-in public.

III. Essential Duties

- Receives and handles telephone calls and walk-in public.
- Types various office correspondence, memoranda, and other documents for administration using word processing equipment.
- Responds to a variety of correspondence using own discretion with minimal direction of the Chief.
- Enter time for various Police employees.
- Maintains appointments and prepares agendas for Police Chief.
- May sort and distribute office correspondence.
- May handle various, specially assigned administrative activities as designated by the Chief including facilitating projects, programs, research, or report preparation.

IV. Marginal Duties

- May receive, record, and balance cash payments.
- May transcribe minutes for meetings.
- May handle ordering of office supplies and equipment.
- Performs other duties as assigned.

V. Qualifications:

**Education:** One year secretarial or business training.

**Experience:** Two years prior experience in job-related secretarial or business related activities with demonstrated competence. May substitute additional experience for required education.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic Police functions and activities.

**Responsibility for:** Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments and agendas for the Police Chief.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Type 65 wpm; requires regular use of a computer, printer,

copier, dishwasher, and telephone system; frequent use of a cash register; occasional use of a typewriter.

**Analytical Ability:** Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of moderate stooping and kneeling required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_